



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 11240.17C

OP-09B

25 April 1991

SECNAV INSTRUCTION 11240.17C

From: Secretary of the Navy

Subj: USE OF MOTOR TRANSPORTATION AND SCHEDULED DOD BUS  
SERVICE IN THE NATIONAL CAPITAL REGION (NCR)

Ref: (a) DOD Instruction 4515.7 of 31 Jul 85 (NOTAL)  
(b) DOD Directive 4500.36 of 10 Apr 85 (NOTAL)  
(c) NAVFAC P-300

Encl: (1) Excerpts from 31 USC, Section 1344  
(2) National Capital Region Transportation Service

1. Purpose. To prescribe policy for use of motor vehicle transportation in the NCR and assign responsibility for providing such transportation.

2. Cancellation. SECNAVINST 11240.17B.

3. Policy. The use of all Navy owned or controlled vehicles shall be restricted to official purposes as defined in enclosure (1). When questions arise concerning the official use of a vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this instruction.

4. Responsibilities. Responsibility for motor vehicle transportation within the Department of the Navy involves several organizational components summarized as follows:

a. Office of the Under Secretary of the Navy (SECNAV). Formulation of Secretary of the Navy policy for use of motor vehicles and Department of Defense (DOD) scheduled bus service in the NCR in consonance with references (a), (b) and (c).

b. Commander, Naval Facilities Engineering Command. Staff transportation management support to SECNAV and Chief of Naval Operations (CNO). Issues Navy transportation management, maintenance and operations procedures in reference (c) and other directives as required.



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c. Chief of Naval Operations (CNO). Implementation of SECNAV policy, approval of Civil Engineering Support Equipment (CESE) allowances and dissemination of instructions as necessary for the orderly and efficient conduct of transportation service in the NCR.

d. Commandant, Naval District Washington. Manage Navy transportation assets assigned to the National Capital Region Department of the Navy Transportation Division (NCRDNTD), and provide transportation service to authorized personnel in the NCR as described in enclosure (2).

5. Action. Addressees shall ensure strict compliance with the policies and procedures established within this instruction. Each activity receiving transportation support from the NCR Motor Pool shall designate a transportation officer to serve as a central point of contact on all transportation matters, and to be responsible for ensuring periodic inspections or evaluations are conducted to ensure compliance with all provisions of applicable laws, regulations and policies. Duty Officers may be delegated the authority of transportation officers, to be exercised during other than normal duty hours.



Dan Howard  
Under Secretary of the Navy

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31, U.S. Code  
Section 1344

31. - Money and Finance

Section 1344 - Restrictions on purchase, operation, use and maintenance of passenger motor vehicles and aircraft

The law provides, among other things:

(1) That, unless specifically authorized by the appropriation concerned or other law, no appropriation shall be expended to purchase or hire passenger motor vehicles for any branch of the Government other than those for the use of the President of the United States, the Secretaries of the President, or the heads of the executive departments enumerated in 5 USC 101.

(2) That, unless otherwise specifically provided, no appropriation for any department shall be expended for the maintenance, operation and repair of any Government-owned passenger motor vehicle not used exclusively for official purposes. The term "official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment, except in the case of medical officers on out-patient medical service, and except in cases of officers and employees engaged in field work, the character of whose duties make such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned.

(3) That, "Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle...for other than official purposes... shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant."

Enclosure (1)

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**National Capital Region Transportation Service**

1. National Capital Region Transportation Service Responsibilities. Subject to the policies established by this instruction and its references, the following responsibilities are assigned:

a. The Commandant, Naval District Washington is assigned the responsibility for providing transportation service for the Navy, Marine Corps and other authorized personnel in the NCR. This includes acquisition, assignment, maintenance and operation of vehicles, assignment of drivers with proper uniforms, and all other functions associated with the operation of a motor pool.

b. The Commandant of the Marine Corps is responsible for providing drivers for the NCR Motor Pool vehicles prepositioned at Henderson Hall and additional drivers as necessary to satisfy peak Motor Pool demands.

2. Use of motor transportation. The National Capital Region Department of the Navy Motor Pool (NCRDNMP) is operated from 0600 to 1900 hours Monday through Friday. Request for services on weekends, holidays, and between 1900 and 0600 hours daily should be pre-scheduled. However, emergency services can be provided by calling the Command Duty Officer, Headquarters, Naval District Washington, telephone number (202) 433-2607. Emergency service requires calling in a driver, therefore a delay on the order of two hours may be encountered from time of call to transport time.

a. Policy

(1) "For Official Use Only"

(a) **General**. The use of automotive transportation is not authorized for any purpose other than the **actual performance of official duties**. As a general rule, whenever transportation is essential to the successful operation of an activity, such transportation may be authorized so long as it does not conflict with existing laws and regulations. Examples of unauthorized use include:

(1) Transportation of Government officials to private social functions.

(2) Transportation to, from, or between locations on personal business.

Enclosure (2)

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(3) Transportation of dependents or visitors without the accompanying officials and when no official purpose warrants their transportation.

Strict compliance is the rule and a liberal interpretation will not apply.

(b) **Home to Work Transportation.** The performance of official duties shall not be construed to include transportation over all or any part of the routes between domiciles and places of employment.

(c) **Sphere of Operations.** The National Capital Region Department of the Navy Motor Pool (NCRDNMP) is restricted to use within the National Capital Region, consisting of the District of Columbia; Anne Arundel, Montgomery and Prince Georges Counties in Maryland; and the counties of Northern Virginia, including the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park, having a large concentration of naval commands and activities. When transportation outside the National Capital Region is necessary, arrangements shall be made to perform the trip on official travel orders using available commercial transportation. In exceptional cases, the Chief of Staff, NDW, may authorize transportation outside the NCR.

(d) **Use of Government-owned Versus Commercial Assets.** The convenience of personnel or the conservation or lack of travel funds will not be consideration for providing Government-owned motor vehicles with or without assigned drivers. Acceptable justification for the use of the Government-owned vehicles in lieu of commercial facilities will include consideration of factors such as number of passengers, length and duration of the trip, and protocol requirements. Protocol requirements, however, will not be used to abuse the use of motor vehicles.

(e) **Public Transportation Terminals.** Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. The NCR Motor Pool shall not be used to transport personnel to commercial terminals. Since public and commercial transportation to and from Andrews Air Force Base or Davison Army Airfield is not routinely available, a Department of Defense (DOD) motor vehicle may be used on official business involving these air terminals.

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(f) **Hotels, Clubs, Restaurants, Etc.** Vehicles will not be used for trips to hotels, clubs, restaurants, other places of public entertainment, or residences, unless such trips can unquestionably be justified as necessary for official business. Even though a trip to a hotel or club may technically be classified as official business, it is desirable, from a public confidence point of view, to avoid the appearance of the misuse of Government equipment.

(g) **Assignment to Individuals.** Full-time assignment of official vehicles to officials of the Department of the Navy (DON) in the NCR is subject to the approval of the Secretary of Defense. The Secretary of Defense has authorized the full-time assignment of official vehicles to the following Department of the Navy officials: Secretary of the Navy, Chief of Naval Operations, and Commandant of the Marine Corps. These vehicles may not be reassigned to others not entitled to such use. The full-time assignment of cars to individual officials, other than those listed above is not authorized.

b. **National Capital Region Department of the Navy Motor Pool (NCRDNMP).** The NCRDNMP is established to provide essential, economical and timely administrative transportation support to authorized personnel. When other transportation is not available, and/or appropriate, NCRDNMP will provide priority automobile transportation, based on availability and seniority, to the following personnel when they have official business within the National Capital Region:

(1) Military personnel of the rank 07 through 09, commanding officers and officers in charge assigned within the NCR and to civilian personnel in the Senior Executive Service, Grades ES-1 to ES-6 (and equivalents) assigned within the NCR.

(2) Immediate staff of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, the Under Secretary of the Navy, the Vice Chief of Naval Operations, and the Assistant Commandant of the Marine Corps.

(3) The President of Statutory Selection Boards (when in session).

(4) Official guests of the Department of the Navy (DON).

(5) Flag Officers visiting the Washington area.

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c. Naval District Washington also operates an Executive Motor Pool which provides automobile transportation for Navy officials occupying the following positions:

Under Secretary of the Navy  
Vice Chief of Naval Operations  
Assistant Commandant of the Marine Corps  
Assistant Secretaries of the Navy  
General Counsel

d. Official visitors, such as national government or corporate executives and foreign military or civilian dignitaries, who are invited to participate in Department of the Navy activities may be authorized the use of Government owned vehicles for travel between commercial transportation terminals and visitation points or domiciles. Sedans of the size commensurate with the visitor's rank or status will be assigned to provide official transportation for visiting dignitaries.

3. Scheduled DOD bus service in the NCR

a. The DOD bus system includes all bus or van routes providing scheduled service between Government-occupied buildings and/or military installations in the NCR. All bus runs, utilizing DOD, Government-owned or Government-controlled vehicles in providing scheduled bus service between Government-occupied buildings and/or military installations, are a part of the DOD official bus system and shall be available for the use of all DOD personnel as provided here.

b. The DOD bus system, when adequate for the purpose, will be used for all local transportation requirements.

c. Official buses operate at frequent intervals between the principal DOD buildings in the metropolitan area, and will stop at locations between these buildings where traffic permits. Bus routes and schedules are listed in the back of the DOD Telephone Directory. The official bus service should fulfill a majority of the Navy Department's transportation requirements, since most Navy-occupied buildings are on the bus routes or within reasonable walking distance. Economy and efficiency will increase only if scheduled bus service is used whenever practicable.

d. DOD buses may be used for official purposes by the following personnel:



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(1) Military personnel on active duty, either in uniform or on presentation of their Armed Forces Identification Card (DD Form 2N, green).

(2) Civilian personnel of the Department of Defense, upon presentation of their building passes (Forms DD 1466 and DD 1469).

(3) Those persons presenting official DOD bus tickets or passes (Form DD 144) or (Form DD 145) who are not in possession of identification specified by (1) or (2) above. DOD bus tickets and passes should only be issued on the basis of justified need.

#### 4. Special bus service

a. Departmental operations occasionally require special bus service for large groups of Government employees who cannot be accommodated by the regular DOD bus system. Written requests for special bus service should be submitted to the NCR Transportation Director by command transportation officers at least five working days before service is required. Emergency reservations may be made by telephone, with follow-up confirmation in writing.

b. The following order of priorities should be considered when determining the mode of transportation to be used:

(1) DOD scheduled bus service

(2) Commercial bus (reimbursable)

(3) Government-owned vehicle

(4) Voluntary use of privately-owned vehicle  
(reimbursable)

(5) Taxicab (reimbursable)

5. Vehicles/Drivers Identification. All vehicles used in this service shall be appropriately identified and all drivers shall wear prescribed uniforms which shall be provided as required.

6. Transportation Service Authorization. Each command and office serviced by the motor pool will provide, in writing, the name and telephone number of up to three individuals authorized to place requests for transportation from the NCRDNMP. Changes to the lists will be provided (in writing) as they occur. The NCRDNMP shall honor only requests received from authorized callers.

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7. Quota System. A quota system has been established to ensure efficiency and cost effectiveness of motor pool operations. Each activity serviced by the NCRDNMP is assigned a monthly quota. The Commandant, Naval District Washington has the overall responsibility for managing the Quota System. Any adjustments for increases must be supported by written justification. Each command is permitted to manage its quota of trips and to authorize essential transportation for key personnel. Transportation between any point or points in the Crystal City, Pentagon and Arlington Annex Corridor will be authorized only for Senior Executive Service (SES), flag and general officers. Transportation for messengers will not be authorized except to locations not served by DOD buses, Metro or shuttle services.

8. Priority system. A priority system has been established for activities using taxi services. The priority codes listed in appendix A to enclosure (2) will be used to determine rider precedence in all cars.

9. Motor Pool Operations. In order to ensure quality, efficient service, procedures governing motor pool operation are as follows:

a. Ridesharing. Whenever departure times and destinations are reasonably close, customers shall be asked to rideshare, thus preventing individuals from being inconvenienced because of vehicle unavailability.

b. Wait and Return Trips. All trips shall be drop trips unless otherwise directed. Wait periods may not exceed 10 minutes unless unusual circumstances prevail.

c. No Show. Any trip shall be considered activated upon dispatch of vehicles to pick up individuals. Wait periods may not exceed 10 minutes after arrival unless unusual circumstances prevail. No show trips shall be counted against the user activity quota, and will be used in determination of quota allowances.

d. ASAP Trips. ASAP (As Soon As Possible) trips are any trips called in for immediate service. Any ASAP trip, as well as open trip called in will be activated, prioritized, and the first available vehicle will be dispatched.

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PRIORITY CODES

- A - SECNAV/UNSECNAV/CONGRESSIONAL  
4 STAR (ADM) (GEN)  
ASST SECNAV/AMBASSADOR
  - B - 3 STAR (VADM) (LTGEN)  
SES (ES-5 & ES-6)/GS-18  
AND ANYONE ACTUALLY TESTIFYING BEFORE CONGRESS
  - C - 2 STAR (RADM)  
(MAJGEN)  
SES (ES-4)/GS-17
  - D - 1 STAR (RDML)  
(BGEN)  
SES (ES-1, ES-2, & ES-3)/GS-16
  - E - FLAG & GENERAL OFFICER SELECTEES
  - \*FZ - FUNERALS
  - G - NAVY CAPT/MARINE COL/GS/GM-15
  - H - NAVY CDR/MARINE LCOL/GS/GM-14
  - I - NAVY LCDR/MARINE MAJ
  - J - GS-13 & BELOW
  - K - NAVY LT/LTJG/ENS  
MARINE CAPT/1stLT/2ndLT
  - L - MESSENGERS  
ENLISTED MILITARY
  - \*S - SPECIALS (VISITING DIGNITARIES)
- \*NOTE: These priority codes shall be treated in the same manner as priority code A.

Appendix A to  
Enclosure (2)